

06 AUG 1973

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MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Joint Computer Support
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Director of Planning, Programming and Budgeting
Special Assistant for Information Control

SUBJECT: Competitive Evaluation System for Employees of the
Management and Services Directorate

1. A new competitive evaluation system has been adopted for the professional careerists, through the GS-14 level, of the MG career service. I would like this new system to be utilized by the other career services throughout the Management and Services Directorate. You may feel it necessary to make minor modifications to fill some peculiar requirements of your Service, but I want to approve any basic modifications before you initiate the system.

2. Attached are the DD/M&S Administrative Instruction No. 73-18, "Fitness Reports for Members of the MG Career Service" and the explanation of the evaluation system which uses the information from the Fitness Report as the basic data for evaluating and ranking the careerists. These two papers should provide you with the philosophy and objectives as well as the technical procedures for revising your evaluation system.

3. Please adopt this evaluation system for your careerists as quickly as possible and provide me with a copy of the announcement and the instructions which are prepared explaining the system to your employees.

STATINTL

HAROLD L. BROWMAN
Deputy Director
for
Management and Services

Attachments

PERSONNEL
13 July 1973

DD/M&S ADMINISTRATIVE
INSTRUCTION NO. 73-18

FITNESS REPORTS FOR MEMBERS OF
THE MG CAREER SERVICE

1. The MG career service, of which I am the head, has adopted a new competitive evaluation system for our professional careerists through the GS-14 level. The objectives of this competitive evaluation system are to:

a. provide each officer with the standards upon which he will be competitively evaluated;

b. identify qualified MG careerists who merit advancement on the basis of their demonstrated performance and projected potential;

c. counsel and motivate the individual MG careerist by providing relevant information on how he is performing in relation to others in his grade;

d. improve the long range effectiveness of the Management and Services Directorate by identifying MG careerists with executive potential; and

e. identify MG careerists whose current performance signals the need for counseling, training, reassignment, demotion or other action including separation.

2. Fitness reports are an important and integral part of the personnel management system in the MG career service. Rating officers and reviewing officials, regardless of Directorate or Office, must rate the MG employee honestly and realistically, presenting a fair and documented evaluation of performance. All too often stock phrases show up in the narrative portion of fitness reports. We find that the information we receive on MG officers is tailored often according to standards prevalent for officers belonging to career services of the Office in which the MG officer serves. Fitness report narratives which do not provide information required to aid in the evaluation of an MG careerist against other MG careerists pose significant problems to the evaluation panels. The point being that the standards of the DD/M&S

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functional career services are not necessarily standards by which MG officers should be judged. In order for me properly to identify the strengths and weaknesses of developing MG officers, I have prepared the attached list of defined attributes I am looking for in MG officers.

3. In an effort to achieve the objectives stated above, I am asking that all rating and reviewing officers, regardless of Directorate or Office, comment in terms of the attributes defined by this system in the narrative portion of MG officers' fitness reports. I would like this system to begin with the annual fitness reports due during FY 1974. This is in no way a substitute for references to performance called for in the Letter of Instruction to MG service members. Rather, it is a complement to such references.

4. Please insure that this information is relayed to the rating officers and reviewing officials of affected MG officers within your Office.

STATINTL

HAROLD L. BROWMAN
Deputy Director
for
Management and Services

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